INSTALLATION STATUS REPORT (ISR)

INFORMATION SYSTEMS FACILITIES

PROPONENT: DIR OF INFO SYS FOR COMMAND, CONTROL, COMM & COMPUTERS, SAIS-PAA
(703) 695-1674/DSN 225-1674

REVISION DATE: 30 SEPTEMBER 2002
FOR USE WITH THE 2003 ISR DATA COLLECTION

INCLUDES THE FOLLOWING FCG(s):

- F13115 - INFORMATION SYSTEMS FACILITIES (SF)*
- F13131 - INFORMATION PROCESSING CENTER (SF)
- F13135 - PHOTO LAB (SF)
- F13185 - PRINT PLANT (SF)

STANDARDS BOOKLET

BOOKLET 19

* FCG Unit of Measure. Refer to *Implementing Instructions*, Appendix G, for definition.

ISR FACILITY INSPECTION INSTRUCTIONS

1. Select the appropriate inspection worksheet and rating standards booklet to evaluate your facility (the appropriate booklet number is identified in the upper right corner of the worksheet). Only use worksheets that have been produced by the current ISR1 software, i.e., barcodes and correct installation and facility information are printed at the top of the page. In particular, verify that the building number on the worksheet matches that of the facility you are inspecting, and the Facility Category Group (FCG) description on the worksheet matches the space you will be rating in the facility (some facilities consist of space from several FCGs, each of which will require a separate worksheet and associated rating booklet).

2. At the top of the inspection worksheet, enter Inspector name and phone number, and the date completed.

3. Rate each component on the inspection worksheet by selecting the color rating that BEST FITS the component being evaluated. First look at the picture in the standards booklet, then at the rating elements under each color to determine <u>which color best describes the overall condition</u> of the component being rated. Then place an "X" in the appropriate box on the inspection worksheet. If an inspection component is not in the facility and it is not needed, place an "X" in the "N/A" box for that component. If an inspection component is not in the facility and it is needed, rate that component as RED.

4. <u>RED ratings require comment</u>. For every component that is rated RED, write a brief explanation in the space provided on the inspection worksheet. For each RED rating, consider submitting a work order to correct the deficiency.

5. Sum the number of "X"s in each column and record each total on the line designated at the bottom of the column.

6. Identify the Overall Quality Rating. The Overall Quality Rating is the color that received the most ratings among the inspected components. This was calculated in Step 5 above. If there is a tie for the most color ratings, then the lower color rating prevails and is the Overall Quality Rating for the facility. Circle the appropriate Overall Color Rating choice in the upper right hand corner of the worksheet.

7. Optional: write a brief comment concerning any facility location issues, such as location of the facility on the installation, proximity to related facilities, and appropriate vehicle access. Continue on the reverse of the inspection worksheet if needed.

8. Optional: write a brief comment concerning any environmental, health, safety, and historic preservation issues. Continue on the reverse of the inspection worksheet if needed.

9. Have the unit commander or activity director review and sign the inspection worksheet, and add any desired comment.

MISSION FACILITY WORKSHEET
(Use with Booklet #19)
INFORMATION SYSTEM FACILITIES

Overall Quality
Rating
(Circle One):

Green   Amber   Red

Facility Number: Installation   Inspector: Date Completed:
Facility User UIC: Number: _____ _____
Facility Category Group: Phone #:
Unit of Measure: _____

FACILITY CONDITION ASSESSMENT

Condition of Each Component
Place an "X" in the box that applies to each component.

Inspection Component	GREEN	AMBER	RED	N/A
Common Building Areas				
1. Site & Grounds	[ ]	[ ]	[ ]	[ ]
2. Parking	[ ]	[ ]	[ ]	[ ]
3. Building Exterior	[ ]	[ ]	[ ]	[ ]
4. Lobby	[ ]	[ ]	[ ]	[ ]
5. Administrative Areas	[ ]	[ ]	[ ]	[ ]
6. Stairs	[ ]	[ ]	[ ]	[ ]
7. Corridors	[ ]	[ ]	[ ]	[ ]
8. Toilets	[ ]	[ ]	[ ]	[ ]
9. **Utilities**	[ ]	[ ]	[ ]	[ ]
10. **Data Connectivity**	[ ]	[ ]	[ ]	[ ]
Facility Specific Areas				
11. **Work Space**	[ ]	[ ]	[ ]	[ ]

Overall Quality Rating: [ ]   [ ]   [ ]
**Mark the color with the
greatest number of "X"s.
If two or more colors have
equal number of "X"s, choose
the worst color rating.**

Red Rating Explanation: _____
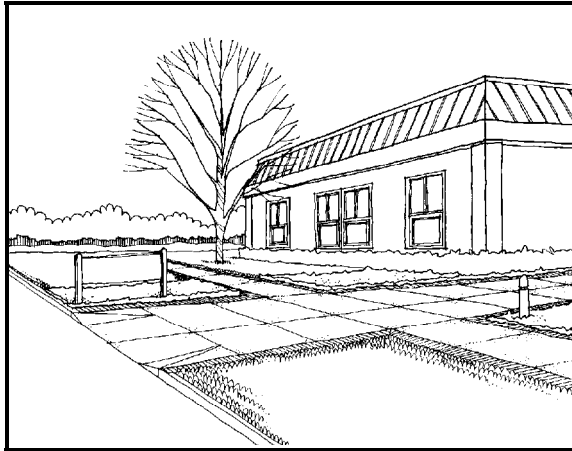_____

Location Comment: _____
_____

Environmental, Health, Safety, & Preservation (EHSP) Comment: _____
_____

COMMANDER/DIRECTOR SIGNATURE _____

INFORMATION SYSTEMS FACILITIES STANDARDS BOOKLET

SITE & GROUNDS

| GREEN	AMBER	RED

GREEN
- Landscape fully developed, appropriate to the area, & easy to maintain
- Curb, gutter, & paved sidewalk installed with paved sidewalk from parking to facility
- Utility services and equipment appropriately screened
- Site handicapped accessible
- Dumpster appropriately screened
- Site lighting properly placed and functional
- Surrounded by compatible activities or transition through use of landscaping and site development
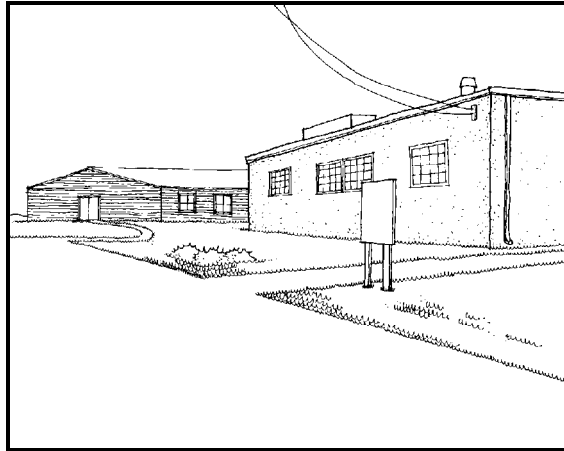
AMBER
- Minimal landscaping
- Sidewalks installed, gravel walkways from parking to facility
- Utility service lines and equipment orderly in appearance
- Some handicap provisions
- Dumpster located in service area
- Site lighting provided
- Incompatible surrounding activities have minor impact
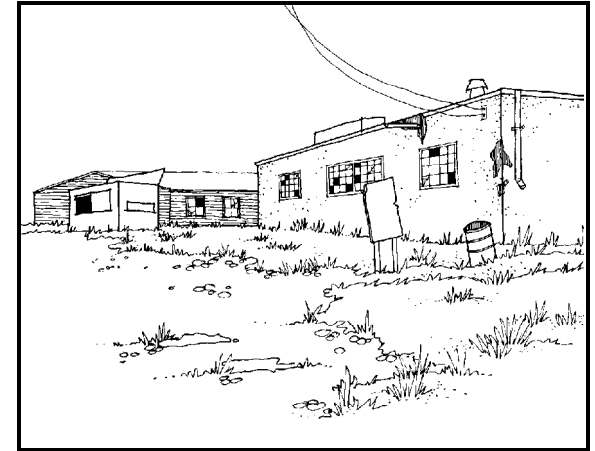
RED
- Poorly developed or no landscaping with poor drainage
- Sidewalks in disrepair or not installed, no walkways from parking to facility
- Utility service lines and equipment exposed and disorderly
- No provision for the handicapped
- Dumpster not screened
- Damaged, inadequate, or no lighting
- Impacted by surrounding incompatible activities

# INFORMATION SYSTEMS FACILITIES STANDARDS BOOKLET

PARKING

| GREEN	AMBER	RED
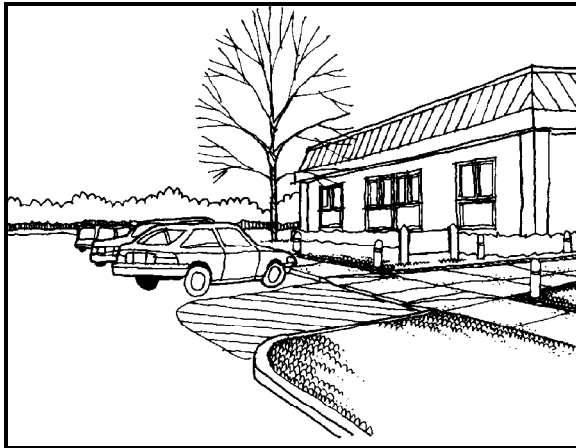
GREEN
- Smooth, level pavement without large holes or cracks
- Parking spaces adequately marked and sized
- Drainage adequate
- Parking close to facility
- Handicapped parking provided
- High efficiency site lighting
- Adequate parking for all employees and visitors
- Site fully developed with landscaping and features
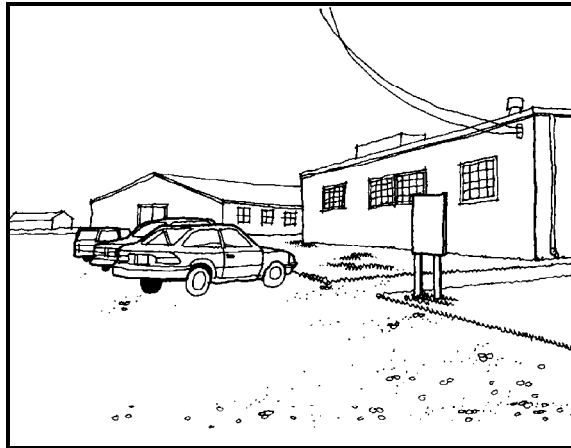
AMBER
- Uneven pavement with large holes or cracks
- Parking spaces marked on pavement and are small
- Some drainage problems
- Parking within the vicinity of the facility
- Limited handicapped parking
- Site lighting provided
- Adequate parking for most employees and visitors
- Site includes some design features
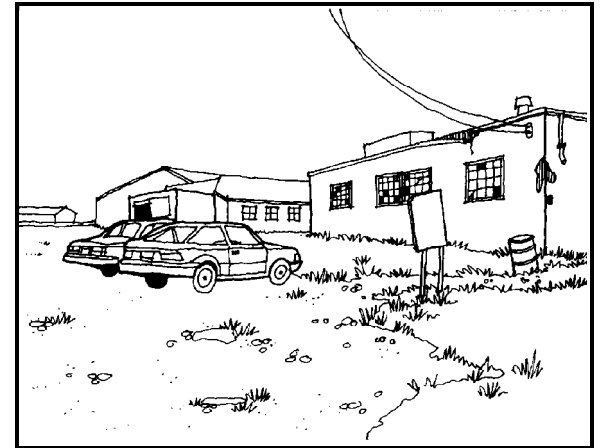
RED
- Unpaved
- Parking spaces not identified
- Drainage problems
- No parking within the vicinity of the facility
- No handicapped parking
- No site lighting
- Inadequate parking for employees and visitors
- Open lot without distinguishing features

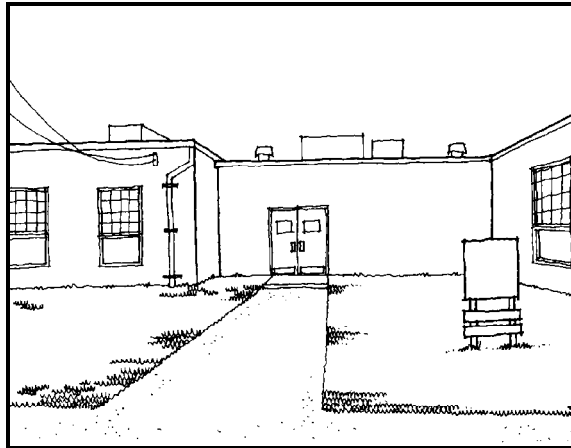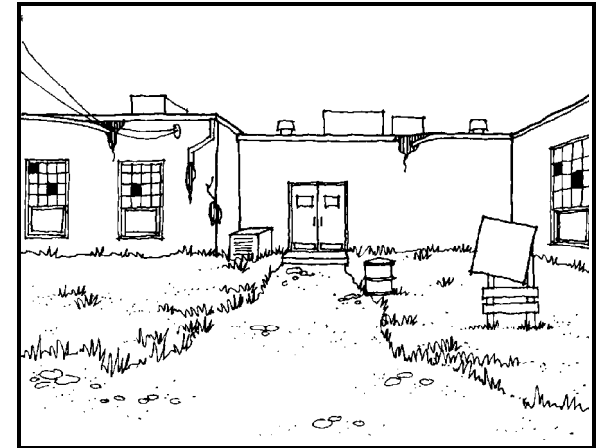# INFORMATION SYSTEMS FACILITIES STANDARDS BOOKLET

BUILDING EXTERIOR

GREEN	AMBER	RED
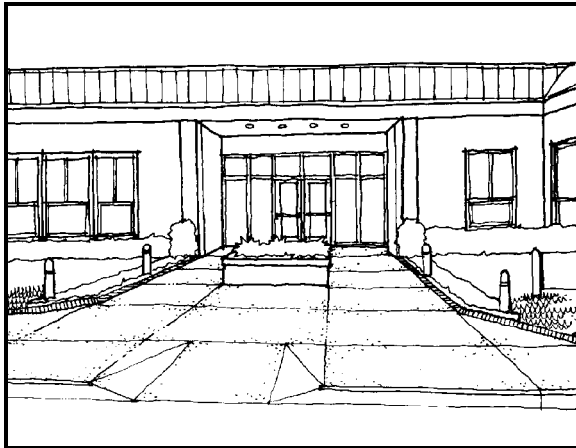
GREEN	AMBER	RED
• Building walls, windows and doors in sound condition	• Windows, doors, & structure in good repair	• Windows, doors, & siding broken or missing
• Roof in good repair and fits architectural theme	• Roof in good shape	• Roof leaks
• Gutters & down spouts function and fit design theme	• Gutters and down spouts in good repair	• Gutter and down spouts missing or broken
• Entry emphasized by design	• Entry in good repair	• Entry in disrepair
• Full handicap accessibility is an integral part of the design	• Handicapped access in place	• Building inaccessible to handicapped
• Exterior components, colors and materials have a coordinated design theme and are in good condition	• Walls in good repair and painted	• Exterior walls have cracks and need painting
• Mechanical equipment screened in keeping with building design	• Mechanical equipment painted to match building color	• Unscreened mechanical equipment
• Exterior signage clearly visible and readable	• Exterior signage exists, not clearly visible	• Inadequate exterior signage

INFORMATION SYSTEMS FACILITIES STANDARDS BOOKLET

LOBBY

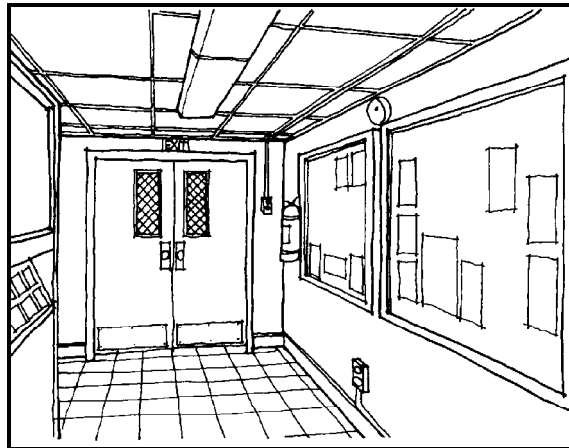| GREEN	AMBER	RED

GREEN
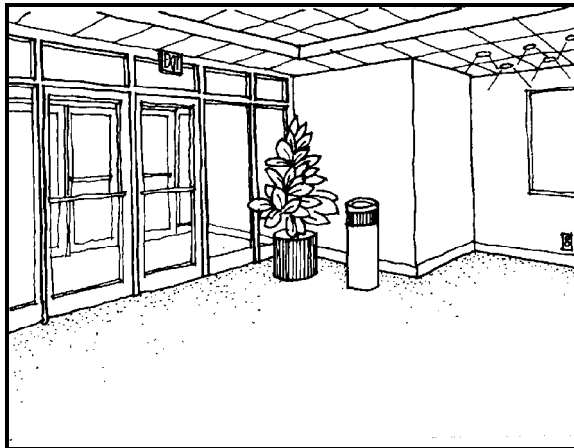
- Durable wall covering with ample, properly placed electrical fixtures

- Quality ceiling, with integrated lighting system and emergency lights

- Coherent, complete design of colors, material, and finishes

- Coordinated signage with building directory in lobby

AMBER

- Walls in good repair, electrical conduits covered to match wall colors

- Ceiling in good repair with sufficient lighting

- Attractive arrangement of room colors
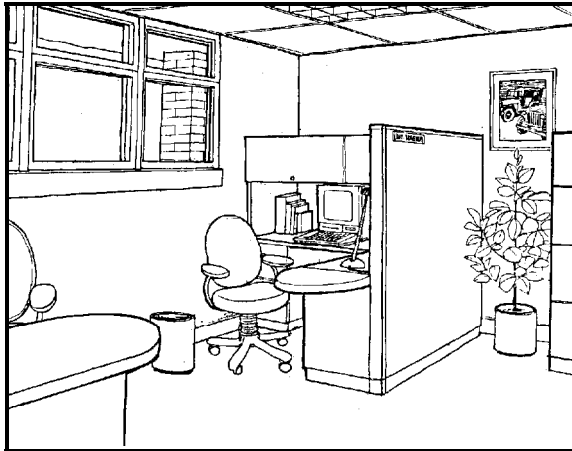
- Signage minimal

RED
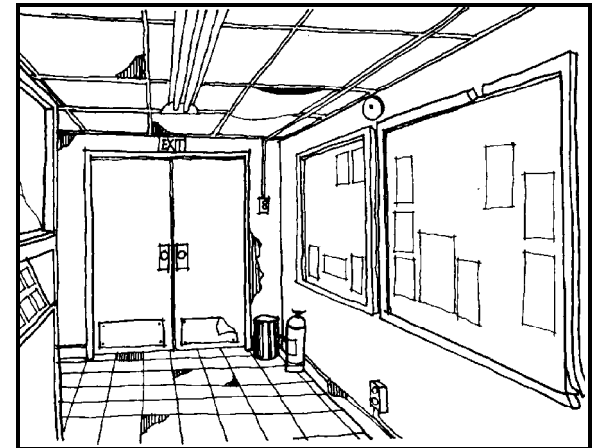
- Damaged wall covering, exposed conduits and cords running down the wall

- Damaged and stained ceiling with insufficient or poor lighting

- Disjointed combination of room colors

- No or poor signage

# INFORMATION SYSTEMS FACILITIES STANDARDS BOOKLET

ADMINISTRATIVE AREAS

GREEN	AMBER	RED

GREEN

• Floor and wall materials of durable materials with complete finish details

• Quality ceiling with integrated lighting system

• Flexible, efficient layout with separate space requirements satisfied

• Complete, coherent interior design of coordinated colors, materials, and finishes

• Sufficient associated storage

• Heating, ventilation and air conditioning (HVAC) system maintains normal comfort cooling and heating

AMBER
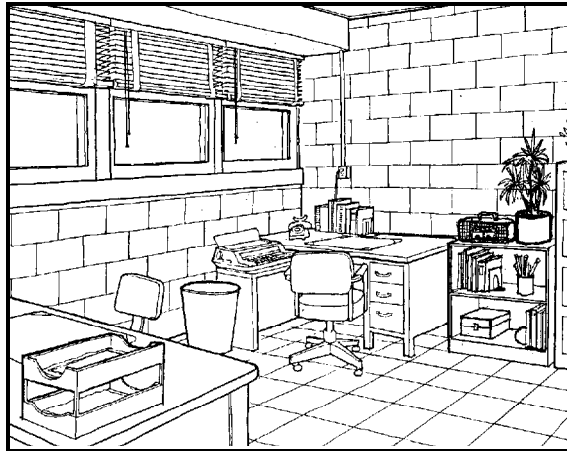
• Good floor and walls with electrical conduits covered to match wall color

• Ceiling in good repair with appropriate lighting

• Satisfactory layout of space

• Attractive arrangement of colors and materials

• Inadequate storage space

• HVAC has some areas outside normal comfort cooling and heating

RED
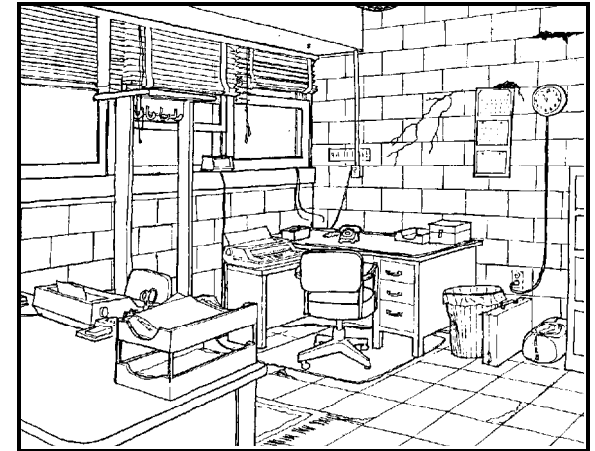
• Damaged or stained floor and walls, exposed electrical conduits and cords

• Damaged ceiling and inadequate lighting

• Poor, inefficient layout of building space

• Disjointed combination of room colors, and materials, incomplete in detail

• Inadequate storage space

• HVAC does not maintain normal comfort cooling and heating

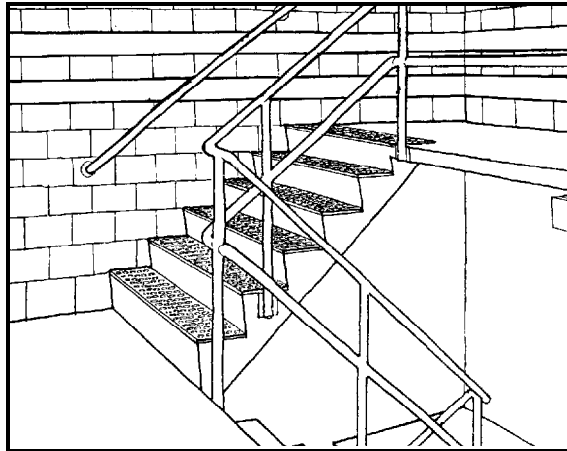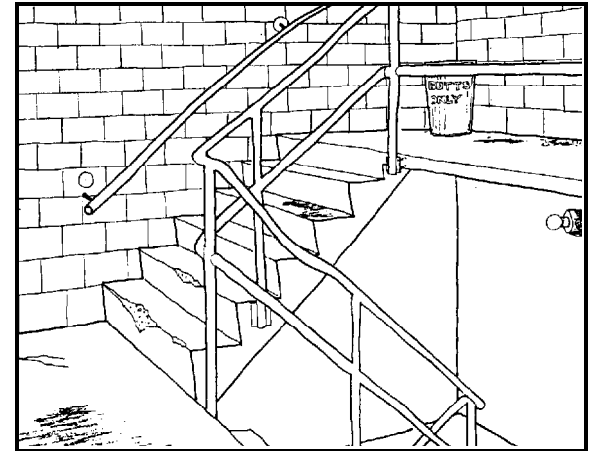# INFORMATION SYSTEMS FACILITIES STANDARDS BOOKLET

STAIRS

GREEN	AMBER	RED
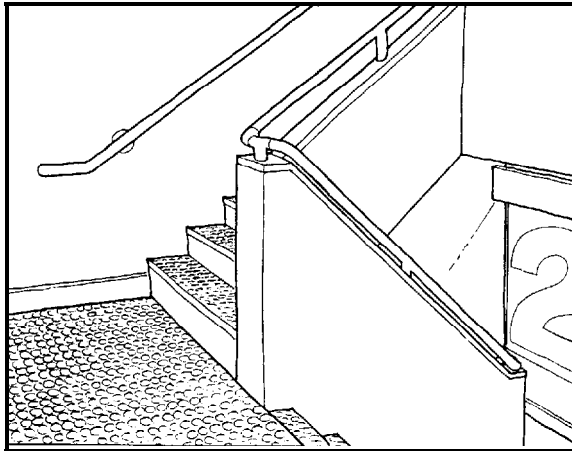
• Quality floor covering of landings and stairs with nonskid features	• Landing and stairs free from defects with adequate skid protection	• Landing and stairs in need of repair
• Coordinated design of wall and ceiling colors, materials, finishes and handrail	• Ceiling and walls in good repair	• Damaged walls and handrail, exposed conduits along walls
• Design integrated lighting fixtures and emergency lighting	• Suitable lighting with emergency lights provided	• Minimal lighting
• Signage conforms to design	• Signs to indicate floor number	• Poor or no signage

INFORMATION SYSTEMS FACILITIES STANDARDS BOOKLET

CORRIDORS

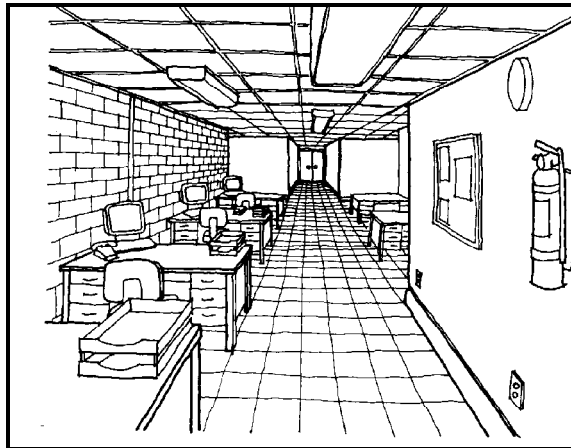| GREEN	AMBER	RED
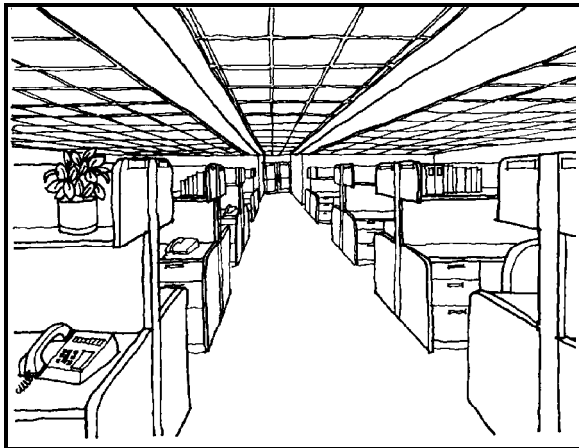
GREEN
- Quality wall coverings and finishes with proper signage and electrical fixtures
- Integrated ceiling with lighting system
- Coordinated design of colors, materials, fixtures and finishes
- Corridors clear of obstructions

AMBER
- Wall covering in good shape, electrical conduits covered to match wall colors
- Ceiling in good repair with sufficient lighting
- Good quality finishes of floor and walls
- Corridor free of major obstructions
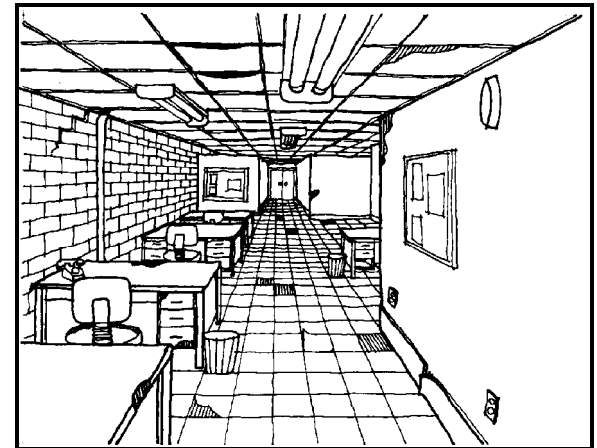
RED
- Damaged wall covering, exposed conduits and piping along the walls
- Damaged or stained ceiling with poor or inadequate lighting
- Mismatched assortment of colors and materials
- Corridor obstructed by public telephone, fire extinguisher, etc.

INFORMATION SYSTEMS FACILITIES STANDARDS BOOKLET

TOILETS

| GREEN	AMBER	RED

GREEN
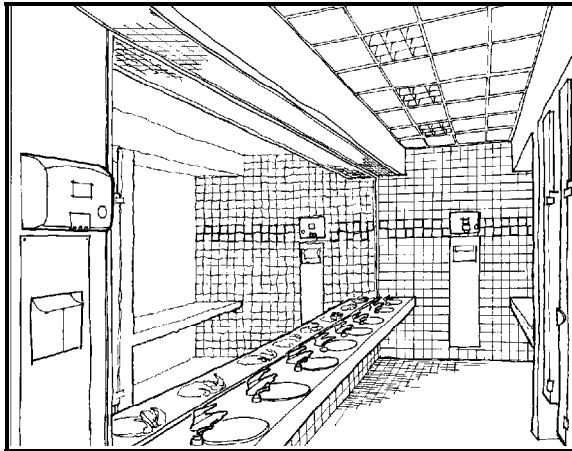
• Walls of quality, durable material, ample safety electrical outlets

• High quality ceiling with integrated lighting and ventilation

• Complete interior design of coordinated colors, fixture and finishes of durable maintainable materials

• Full handicap accessibility

• Adequate facilities for population served

• Ample hot water and water pressure

• Built-in ventilation fan and electrical safety outlets

AMBER
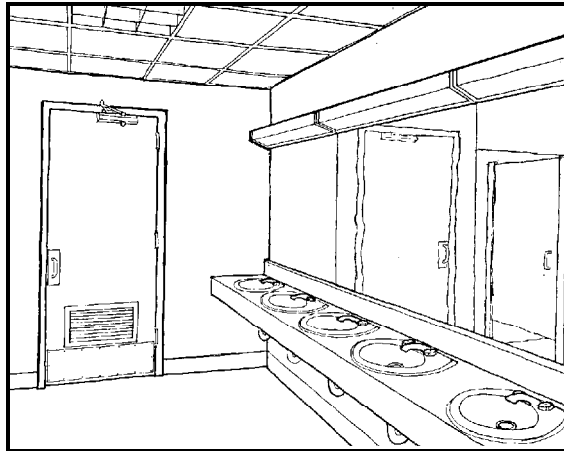
• Wall covering in good state of repair, electrical conduits painted to match wall

• Ceiling in good repair with adequate lighting and ventilation

• Sound use of color and materials with all fixtures and finishes in good shape

• Some provisions made for handicap accessibility

• Adequate facilities for population served

• Insufficient hot water or water pressure

• Insufficient number of electrical safety outlets

RED
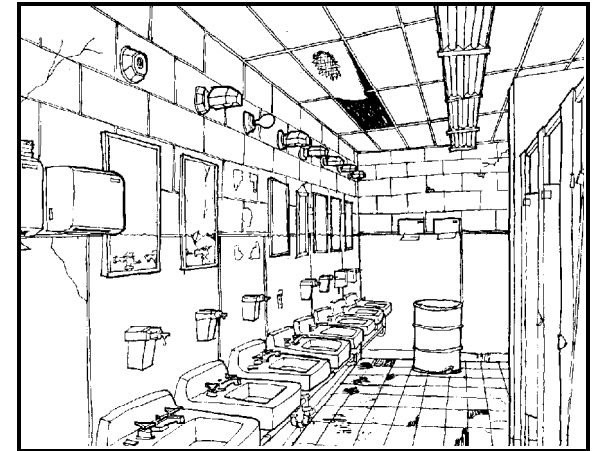
• Floors and walls damaged and stained, exposed electrical conduits, piping, etc.

• Ceiling in disrepair, poor or insufficient lighting and ventilation

• Mismatched colors and finishes, some fixtures and components missing or damaged

• No handicap accessibility

• Insufficient facilities for population served

• No hot water or water pressure

• No built-in ventilation fan and/or electrical safety outlets

INFORMATION SYSTEMS FACILITIES STANDARDS BOOKLET

UTILITIES

GREEN	AMBER	RED
• Modern and sufficient electrical fixtures and system in good operation	• Adequate electrical fixtures with few system failures	• Inadequate electrical system with frequent failures
• Water system with sufficient pressure and flow at all times	• Water system adequate with minor pressure and flow problems	• Water system with leaks and pressure and flow problems
• Drainage system operates without leaks or blockages	• Drainage system has minor problems	• Drainage system has frequent leaks and blockages
• Sufficient and operable telephone system	• Adequate telephone system support	• Inadequate telephone system subject to failures
• Heating, ventilation and air conditioning (HVAC) system maintains normal comfort cooling and heating	• HVAC has some areas outside normal comfort cooling and heating	• HVAC does not maintain normal comfort cooling and heating

INFORMATION SYSTEMS FACILITIES STANDARDS BOOKLET

DATA CONNECTIVITY

GREEN	AMBER	RED

GREEN

- Single or multi-mode fiber data connectivity from the facility to the installation's data communication backbone

- Sufficient bandwidth exists to meet the current and projected requirements of applications and systems housed within the facility

AMBER

- Copper or wireless data connectivity from the facility to the installation's data communications backbone

- Sufficient bandwidth exists to support the current requirements of applications and systems housed within the facility
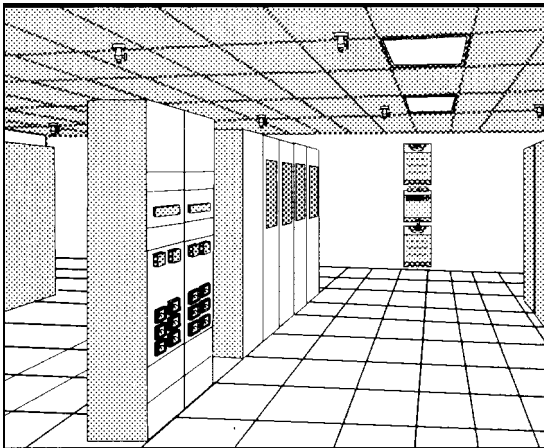
RED

- No data connectivity from the facility to the installation's data communications backbone

- Insufficient bandwidth exists to support applications and systems housed within the facility

# INFORMATION SYSTEMS FACILITIES STANDARDS BOOKLET

WORK SPACE

| GREEN	AMBER	RED

GREEN
- Plenty of space to accomplish mission
- Good utility support (lighting, ventilation, heating, air conditioning, etc.)
- Proper security features for operation
- Ample storage to support operation
- Back-up power supply where required
- All required safety equipment (eye wash stations, vent hoods, etc.) installed
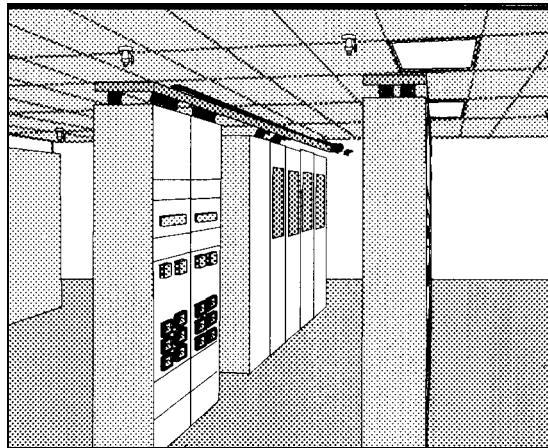
AMBER
- Adequate space to accomplish mission
- Utility support adequate
- Adequate security features where required
- Adequate storage to support operation
- Inadequate back-up power supply
- Some required safety equipment installed
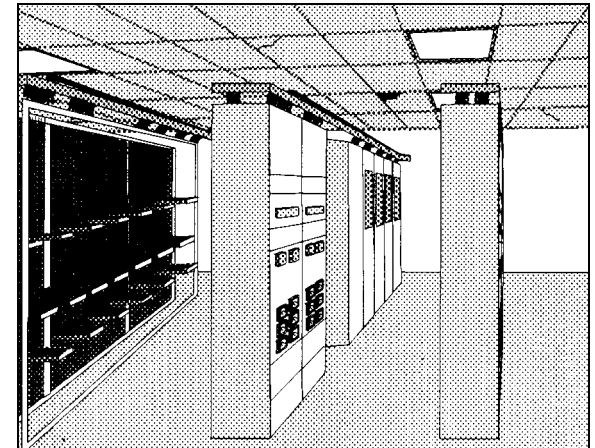
RED
- Inadequate space to accomplish mission
- Utility support inadequate
- No/inadequate security features where required
- Inadequate storage
- No back-up power supply
- No required safety equipment installed